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2 April 1970

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MEMORANDUM FOR: Executive Director, NPIC

THROUGH: Chief, Production Services Group, NPIC S.J.

SUBJECT: Status of Microfiche

REFERENCES: a. TPDB/R&amp;RD Memorandum [ ] 26 February 1970, (Attachment 1)

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b. PSG-038/70, 30 March 1970, (Attachment 2)

1. The purpose of this memorandum is to apprise you of our current accomplishments and the operational status of the Microfiche system operated by the Research and Reference Division. In addition our short and long range goals regarding this system are included for your information.

2. Current Accomplishments/Operational Status

a. On 2 March 1970, TPDB implemented the Microfiche system as outlined in the above referenced memorandum.

b. As of 27 March 1970, over 1,800 documents had been processed into the Microfiche system. Now that the system testing has been completed, the current rate of input is approaching 2,000 documents per week.

c. On 30 and 31 March 1970, [ ] NPIC Security Branch, were briefed on the system. Written approval of security compliance is expected in the near future.

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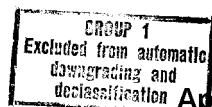
d. [ ] has been advised that NPIC will terminate the MINICARD maintenance contract as of 30 June 1970. Attachment 2.

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e. Discussions were held with the Chief, AID regarding the implementation of computer programs/support under the terms of the MINIPLACE concept. R&RD was advised that AID did not have the resources to commit to this project at this time. In addition, when the resources become available, it will take approximately 18 months to achieve an operational status.

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Declass Review  
by NGA



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f. During the month of March R&RD investigated the capabilities of the [ ] Rapid Search Machine (RSM), located at Headquarters, as a possible solution of obtaining interim support for research activities against the file.

### 3. GOALS

#### a. Near Future:

R&RD intends to declare the MINICARD equipment surplus in July 1970, at which time SAC and DIA will be offered the equipment. In order to do this without weakening existing capabilities, R&RD must build the Microfiche file and obtain a search capability comparable to that of the MINICARD system.

At present, the MINICARD file contains approximately 44,000 documents. R&RD intends to place the latest 24,000 documents into the Microfiche system by 30 June 1970. The first 20,000 documents will be held in abeyance until usage and the degree of accessibility have been determined.

On 1 April 1970, R&RD asked [ ] CRS, to accept the All Source Index and Minicard codes on magnetic tape for input to the RSM. CRS has tentatively accepted this requirement pending a written request. AID has agreed to provide these tapes for this purpose as an interim measure pending AID support to MINIPLACE. If these tapes are formatted for the RSM and searches are conducted successfully, all inputs to the MINICARD systems will be terminated by the end of April.

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#### b. Long Range

R&RD is committed to the Microfiche system beginning 1 July 1970. At that time it may be feasible to place viewers in strategic locations throughout the building. This has been provided for in the FY 71 budget and should not become a problem.

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SUBJECT: Status of Microfiche

R&RD plans to use the RSM and CRS facilities until such time as AID is able to support the MINIPLACE effort. This should be shortly after implementation of the IIS.

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Chief, Research and Reference Division,  
PSG

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Attachments: 1) [redacted] (Cy R-1)  
2) PSG-038/70

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26 February 1970

Copy        **K-1**

MEMORANDUM FOR: Chief, Production Services Group, NPIC

THROUGH: Chief, Research & Reference Division, PSG/NPIC

INFORMATION: Chief, Automated Information Division, PSG/NPIC

SUBJECT: Implementation of MINIPACE

REFERENCE: Project MINIPACE (910147), November 1968,  
(Pages 7 and 8 Attached)

1. On 2 March 1970, the Processing Section, TSPDS/R2RD will implement the microfiche portion of MINIPACE as outlined in paragraph 5 of the above referenced document.

a. In accordance with paragraph 5a, all inputs (current and previous Minicard Files) will conform to federal standards.

b. As a service of common concern, microfiche duplicates in lieu of hard copy will be provided to customers for all items in the new system. Hard copy (Minicard reproductions) will be provided only if the requested documents have not been placed in the microfiche system (paragraphs 5b and 5c).

c. Although the document images will be placed in the microfiche system as quickly as possible, the index codes of the document will continue to be input into the Minicard system in order to retain a search capability (paragraph 5c). Paragraph 5f can not be accomplished until R2RD receives definitive statements from AID regarding paragraph 5c.

2. It is estimated that the entire Minicard document collection will be under the microfiche system by the end of the first quarter of FY 71.

Primary Chief, Research & Reference Data Branch,  
NPIC

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26 February 1970

SUBJECT: Implementation of MINIPAGE

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## Replacement of the Minicard Equipment in NPIC (Con't.)

The National Tasking Plan has assigned the responsibility for the area coverage file to the Defense Intelligence Agency and a working group has been established to determine what referencing methods will be established and maintained for all aerial photography. Their deliberations are still under way. Our NPIC representative, [REDACTED] was given this microfiche proposal on 5 November 1968 and will present it to the group in the near future.

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### d. Proposed Schedule

Annex D contains a PERT chart of the conversion steps required if this proposal is accepted. The time estimates are based on the assumption that this project has high priority and shows a total of 28 weeks required after this proposal is approved. The chart also shows that output from microfiche could begin 12 weeks after approval of the proposal.

### e. Microfiche Output: A New Product

With microfiche we can continue to supply hard copy. However, at a cost of about 4¢ per microfiche, the customer may receive a copy which can be used in a viewer. He can easily store 1,000 microfiche in part of a standard desk drawer. We believe this ease of storage and the fact that our customers are fully viewer-oriented should make the transparencies the preferred output in NPIC. This output will, of course, be far cheaper and faster than enlargements. The fact that the Department of Defense stores all documents on the same standard microfiche proposed for NPIC means that any DoD documents can also be read with the same viewers.

Since the proposed microfiche and computer system will accomplish the work now done by the Minicard system, microfiche transparencies are considered an extra benefit and it is not necessary in this paper to prove their acceptability.

## 5. CONCLUSIONS:

a. Microfiche should be the new document image storage medium for NPIC because it is adequate for all present and planned requirements, it is a federal standard which makes it superior as an exchange medium, and its wide use in government and industry assures that effective equipment will continue to be developed and supplied at competitive prices.

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Replacement of the Minicard Equipment in NPIC (Con't.)

b. Microfiche duplicates in lieu of hard copy is an extra advantage of the microfiche technique which should be studied and extended as much as practicable. It will result in faster service at lower cost and increased storage capacities for users.

c. Computer search of the index codes of the document collection can be done better and faster with the existing computer than it is now done by the Minicard system. What is required is conversion of the index to computer readable form and a computer search program. We estimate this will require six man-months of programmer time which means a re-allocation because all such programmer time is now committed to COMIREX and Integrated Information System requirements.

d. Transfer of the photomosaic collection from Minicard to microfiche should be proposed to the working group on the Area Coverage File and they should be informed that NPIC plans to discontinue use of Minicard equipment.

e. Microfiche should be filed and retrieved manually in standard 4 x 6 inch card cabinets.

f. Once the replacement system is installed and effective, the Minicard equipment should be declared surplus and the maintenance and spare parts contracts with the [redacted] should be cancelled 25X1

g. On the assumption of high priority and adequate personnel being assigned to this project, it should be completed in 28 weeks from the date of approval. With lower priority, the time will probably be doubled. The project can be done by existing personnel and at an equipment cost which will be less than one year's maintenance of the Minicard equipment.

6. RECOMMENDATION:

A microfiche/computer system, as detailed in this paper, should be adopted for NPIC and implemented by the Chief, Automated Information Division, as rapidly as practicable. This includes the immediate allocation of six man-months of programmer time. 25X1

PSG-038/70  
30 March 1970

MEMORANDUM FOR: Contracting Officer, NPIC

SUBJECT: [REDACTED] (S) 70

REFERENCE: Letter from [REDACTED] dated 6 March 1970,  
Same Subject

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1. As requested in the letter referenced above, please notify the [REDACTED] that CIA plans to discontinue the use of our Minicard equipment within the next few months.

2. Accordingly, our current Minicard service contract with [REDACTED] should not be renewed when it expires on 30 June 1970.

[REDACTED]  
Chief, Production Services Group

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NPIC/PSG/R&RD [REDACTED] (30 March 1970)